

MINUTES OF MEETING  
OF  
LOUISIANA REAL ESTATE APPRAISERS BOARD

February 6, 2014

The Louisiana Real Estate Appraisers Board held its regular business meeting on Thursday, February 6, 2014, at 9:00 a.m., at 9071 Interline Avenue, Baton Rouge, Louisiana, according to regular call, of which all members of the board were duly notified, at which meeting the following members were present:

**BOARD**

Roland M. Hall, Sr., Chairman  
Newton J. "Butch" Landry  
Clay F. Lipscomb  
Gary S. Littlefield  
Tommie E. McMorris, Sr.

**STAFF**

Bruce Unangst, Executive Director  
Tad Bolton  
Anne Brassett  
Debbie DeFrates  
Mark Gremillion  
Robert Maynor  
Chad Mayo  
Summer Mire  
Ryan Shaw  
Jenny Yu

**GUESTS**

Neal Fenochietti, Policy Manager, Appraisal Subcommittee  
Kristi Klamet, Policy Manager, Appraisal Subcommittee  
Jim Park, Executive Director, Appraisal Subcommittee  
Rob Rieger  
Tim Theriot

Board members Gayle Boudousquie, Michael Graham, Pete Pauley were unable to attend the meeting.

**Call to Order**

Chairman Hall called the meeting to order and led the Invocation. Mr. Littlefield led the Pledge of Allegiance. Chairman Hall requested a moment of silence in memory of Oren Russell, one of the first licensed Certified General real property appraisers in Louisiana who passed away last week at the age of 82. On motion made by Mr. Littlefield and seconded by Mr. Morris, the minutes of the November 18, 2013 meeting were unanimously approved as written and circulated.

**Budget Report**

Ms. Yu provided the budget report for the period ending December 31, 2013 (*See Attachment A*).

**Director's Report**

Director Unangst provided members with a list of 42 appraisers who have expressed an interest in serving on the Peer Review Committee. Letters outlining the responsibilities of the committee will be sent out, and those individuals still willing to serve shall be appointed. There is no limit to the number of appraisers who may serve on the committee at any given time. However, good geographical coverage is very important.

Director Unangst recognized ASC members. He feels confident that we have come a long way in improving our appraisal program since their last visit.

**New Business**

All members previously received and reviewed three (3) stipulation and consent orders issued as a result of informal hearings conducted on January 15, 2014 (*See Attachment B*).

Motions to approve the orders were as follows:

On motion made by Mr. Littlefield and seconded by Mr. Lipscomb, the board voted unanimously to approve the order executed as a result of Case Number 2012-1267. Mr. Littlefield made motion, seconded by Mr. McMorris, to approve the order executed as a result of Case Number 2013-45. Motion passed without opposition. On motion made by Mr. Littlefield and seconded by Mr. Landry, the board voted unanimously to approve the order executed as a result of Case Number 2013-42.

Mr. Littlefield made motion, seconded by Mr. Landry, to approve the following nominations to the Education Committee: Cheryl Bella, Gayle Boudousquie, Ed Gardiner, Roland Hall, Heidi Lee, Clay Lipscomb, Joe Mier, and Wayne Pugh. Motion passed without opposition.

Norman Morris, Senior Vice President of Governmental Affairs with Louisiana Realtors, asked Chairman Hall to bring the issue of board term limitations to the table for discussion. The law currently stipulates that all members shall be appointed for three year terms, with no members appointed to serve more than two consecutive terms. Provided the Governor is agreeable, Mr. Lipscomb made motion, seconded by Mr. McMorris, to amend the current limitation to three, three-year terms. Motion passed without opposition.

Mr. Landry made motion, seconded by Mr. McMorris, to leave the current officers of the board in place for 2014. Motion passed by unanimous vote.

Director Unangst gave the floor to Ms. Klamet, ASC Policy Manager. All board members previously met her and Mr. Fenochietti, who were here in May and August of this year for follow-up visits to their last formal review in March of 2012. Ms. Klamet provided members with copies of the ASC Annual Report, ASC Policy Statements, and most recent copy of the AQB Real Property Criteria. She advised that this is the ASC's first year using the new rating system to determine the states' compliance with Title XI (*See Attachment C*), which she feels is more reflective of how states are actually performing. Ms. Klamet provided the following comments with regard to their audit:

- Statutes and Regulations – Several areas of concern were noted during the previous audit. While most have been corrected, there are a few changes that still need to be addressed. Ms. Klamet and Mr. Fenochietti assisted staff in providing proper language to correct these minor problems.
- Temporary Practice – Files are well documented and permits continue to be issued timely. We may wish to rethink the current six-month permit limitation, as well as the fee currently assessed. The board now charges \$50.00 per property rather than per assignment. Under Title XI, states cannot charge more than \$250.00 for a temporary license. Staff will poll neighboring states regarding their temporary permit fees.
- National Registry – Operating very well; kept up to date. This is very important because the registry is checked to verify that applicants for temporary practice and reciprocal licenses are in good standing in all states in which they hold a license credential.
- Application Process – Ms. Klamet congratulated staff for the great improvement over problems found with applications during the previous audit. She advised that the checklist now accompanying each application makes the review very easy, and files are in great order. Of all the files looked at, only three didn't meet the required subject matter elective criteria for residential or general certification. Staff has been in contact with these three individuals, who intend to take care of this oversight immediately.
- Reciprocity – Reciprocal applications are in good order and being processed according to Dodd-Frank.
- Education – Ms. Klamet acknowledged several areas of concern noted during the 2012 audit regarding documentation of files. All was found to be in good order during this year's review.
- Enforcement – Problems with enforcement were noted during the last audit. Those problems are nonexistent now and reports are well done.

Mr. Littlefield thanked staff for their hard work in preparing for the audit. Chairman Hall and Director Unangst echoed Mr. Littlefield's thoughts. Director Unangst advised ASC staff that the agency's Operating Procedures Manuals for the LREC and LREAB are finished, and commended Ms. Shaw for doing such a superb job on the manuals.

Ms. Klamet invited Mr. Park to say a few words to the board regarding any upcoming federal regulatory issues. Mr. Park advised that the ASC Complaint Hotline is up and running. While the hotline does not take complaints, it refers complainants to the proper federal or state regulatory agency. Mr. Park acknowledged his surprise at the lack of calls the hotline has received thus far. Director Unangst believes appraisers don't file complaints because they don't feel anything will be done.

He will reference the ASC Complaint Hotline on the board's website and in the newsletter.

On the issue of AMCs, the ASC now has rule-making authority, per Dodd-Frank, and is in the process of establishing an Advisory Committee.

Approximately a year or so ago, the board sent out an RFP for a fee survey. Southeastern Louisiana University was awarded the bid, and did a fabulous job. Director Unangst advised that several other states have utilized our survey. Under Dodd-Frank, it is recommended that the survey be updated every year to ensure current data. Director Unangst has been in contact with SLU, who will prepare an update for \$4,968 (the initial survey cost between \$8,000 and \$9,000). If the board chooses to give Director Unangst the authority to order the update through SLU, there will be no need to prepare another RFP. Board members recommended opening the agenda to include this item under New Business. Mr. Littlefield made motion, seconded by Mr. Lipscomb, to update the survey annually with Southeastern Louisiana University. Motion passed without opposition.

There being no additional items to discuss, the meeting was adjourned on motion made by Mr. Littlefield and seconded by Mr. McMorris.

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Roland M. Hall, Sr., Chairman

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Gayle A. Boudousquie, Secretary